



King County
Project/Program Manager III
STD/HIV Disease Intervention Supervisor
PUBLIC HEALTH- SEATTLE & KING COUNTY
Prevention Division/STD and HIV Program
Annual Salary Range \$59,164.77 - \$74,995.02
Job Announcement No.: 04TA4602
OPEN: 9/20/04 CLOSE: 10/4/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Barbara Krekeler at (206) 731-8374 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: STD Clinic at Harborview Medical Center

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

This position is primarily responsible for the supervision of the services provided by STD/HIV Disease Intervention Specialists (DIS). DIS provides services in the areas of:

- Partner counseling & referral services (PCRS),
- HIV counseling & testing (HCT),
- Provision of STD/HIV screening services in outreach settings,
- Client interviews and follow-up for selected STDs,
- Gathering data for research projects, and
- Public health responses to substantial exposures to infectious agents or persons and to behaviors endangering public health (BEPH).

Job functions for this supervisory position include (but are not limited to):

- Supervising, monitoring, evaluating, and coordinating services and selected research related to STD/HIV disease intervention activities so that limited resources are optimally utilized.
- Providing quality assurance activities.
- Establishing systems to monitor and evaluate DIS program efficacy and efficiency.
- Participating in the planning and implementation of innovative STD/HIV prevention initiatives and research.
- Serving as a liaison with outside agencies, grantors and community.
- Participation in academic activities, including but not limited to teaching and collaboration in the design and conduct of research relevant to prevention of HIV infection and other STDs.
- Provision of DIS services.

QUALIFICATIONS:

- Written and oral communications and presentation skills.
- Knowledge of research methods.
- Knowledge of other relevant agencies and systems.
- Knowledge of project management principals and supervisory principals.
- Knowledge of general governmental principles and procedures.
- May require knowledge of specific programs (Current knowledge of STDs, HIV and AIDS, including partner management practice and theory).
- Skills in gathering, manipulating and using data utilizing a computer and other tools (Intermediate skill level using Microsoft Word, Excel, Outlook, and Internet Explorer).
- Skill in working effectively as a team member to coordinate accomplishment of task.
- Skill in managing multiple tasks simultaneously.
- Quantitative skills and skills in applying quantitative and qualitative analytical methods; may include skills in applying statistical analysis (Experience and skill in developing, monitoring, interpreting and acting upon data-based program performance indicators.)
- Skills in analysis and problem solving, budget analysis and policy analysis. (Experience developing and monitoring a program budget.)
- Skills in coordinating work of multi-disciplinary staff.

DESIRED QUALIFICATIONS:

- Three years increasingly responsible work experience performing administration, supervision, analytic or coordination work, which includes at least the equivalent of two years of full-time in work that included STD partner management services, and individual HIV patient counseling/testing, education or case management.
- Graduation from an accredited college or university.
- A Master's degree in public health, epidemiology or a related field.
- Demonstrated knowledge of public health prevention strategies.
- Current knowledge of HIV Counseling and Testing theory and practice as described in guidelines from the federal Centers for Disease Control and Prevention, including familiarity with the theory and practice of "Client-Centered Counseling" and "Motivational Interviewing."
- Experience in taking a significant role in the design and conduct of clinical or public health research.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: N/A

CLASS CODE: 8244 SEQUENCE NUMBER: 2208